

## I-PERFORM Oversight Committee Meeting Notes 11-30-2011

### Attendee List

Vicki Tokita-	Division of Human Resources Administrator
Sharon Duncan-	Division of Human Resources Business Program Manager
Dustin Kuck-	Division of Human Resources Management Asst./DHR Projects Mgr.
Donna Weast-	Division of Human Resources Program Manager
Kathy Osborn-	Division of Human Resources Administrative Assistant
Daniel King-	Department of Fish and Game Information Systems App. Development Mgr.
Mike Farley-	Department of Health and Welfare Information and Tech. Administrator
Mike Golden-	Idaho Transportation Department Chief Administrative Officer
Dave Jensen-	Department of Finance Bureau Chief
Scott Newton-	State Controller's Office Bureau Chief of Application Development
Mike Guryan-	Office of the OCIO Enterprise Infrastructure Manager
Vicki Swift-	Lewis Clark State College Human Resource Director

Vicki Tokita started the meeting and introduced Kathy Osborn as the newest employee to DHR. She explained that she wanted to make a quick introduction and turn the meeting over to Sharon Duncan and that she would be overseeing the meeting today. She thanked everyone for their hard work and explained that she had to leave the meeting so that she and Kathy Osborn could go work on the CEC report that was due to the Governor's Office by December 1<sup>st</sup>.

Scott Newton from the State Controller's Office began his update and explained that the DHR staff tested the I-PERFORM system and they continue to work on the system issues that came from the DHR staff testing. He also mentioned that DHR will now need to set up the other agencies that so they can test as well. Scott explained that email notification is now working and will alert a supervisor when an employee's evaluation is ready to be reviewed. Another added feature that Scott mentioned is that any state agency that are now on I-TIME will have the capability to download that data how it is currently formatted in I-TIME into the new I-PERFORM system. Scott also explained that each agency that is downloading the information from I-TIME can still modify the data once they have downloaded it into the I-PERFORM system.

Sharon Duncan mentioned that there are currently only three state agencies that are not on I-TIME. She expressed though that those agencies who are the Department of Environmental Quality, Idaho Transportation Department, and the Department of Labor where in the process of meeting with the State Controller's Office to discuss options.

Scott Newton brought up that the spell check was still an issue for the system and they were looking into issues of how the dictionary loads onto the system. Daniel King with Idaho Fish and Game mentioned that they had success with their spell check with the system they use and he would be happy to share that information with Scott Newton. Daniel King explained he would email him the information and Scott Newton stated he would greatly appreciate that.

Scott Newton also brought up that he is still working with DHR on the nightly update on the I-PERFORM system and how that would affect the system with evaluations. Donna Weast mentioned that updates in the system are tied to merit increases sometimes and that is something that would need to be looked at.

Scott Newton reported as well that they are continuing to work on the printing functions of the system as it is a challenge sometimes to print off the web and have it be able to read in a user friendly way.

Scott Newton mentioned that SCO is still looking at the Camtasia application for possible training purposes for the roll-out of I-PERFORM.

Dustin Kuck gave a quick update explaining that DHR will be sending out a newsletter that will update everyone on the progress that is being made on I-PERFORM, as well as any training information that would need to be shared for the I-PERFORM system.

Sharon Duncan then proceeded to go over the handouts which included a Phase 1 summary of I-PERFORM, the I-PERFORM Communication Plan, a handout on the roles and responsibilities of the I-PERFORM FOCUS GROUP, and a handout on the employee performance documentation.

Sharon Duncan asked the group that since agencies would be testing soon if they would please provide any additional testers they may want to add the group of testers. Sharon Duncan explained that the testing for agencies would be from December 6<sup>th</sup> until December 9<sup>th</sup>.

Sharon Duncan also explained that Vicki Tokita believes that the DHR newsletter will be a valuable piece to update everyone on the progress as well as have one message to everyone on the process going forward.

Sharon Duncan stated that they are continuing to work with the development of training and are working with Scott Newton and Ladean from the State Controller's Office, and in addition with the help of trainers from Health and Welfare, and the Idaho Transportation Department.

Sharon Duncan mentioned that the training of agencies would take place sometime in mid January 2012.

Sharon Duncan expressed that I-PERFORM FOCUS GROUP had been busy and they had been working on frequently asked questions, the I-PERFORM communication plan, as well as the glossary of terms. She also stated the employee performance documentation form has been reviewed/approved by the Attorney General's Office.

Mike Golden mentioned the objectives for Phase 2, and asked if we could go over a few of those in the meeting today. Sharon Duncan stated that would not be a problem and we could do that.

Sharon Duncan talked about her presentation that she gave to ITLC on November 22<sup>nd</sup>. She stated she went over progress of the I-PERFORM system and that the group was pleased with the progress of the system so far. One of the issues that the group brought up was security settings and access issues and that that she appreciated those comments and was working with the State Controller's Office on those questions. She also asked this group as well if they wanted to give suggestions of people from agencies that may want to test the system as well.

Sharon Duncan explained that the I-PERFORM FOCUS GROUP would continue to focus on Phase 1 of the project, and then begin to focus more on Phase 2 in January of 2012. Sharon Duncan believed that they would be able to continue to work on the wants and needs for Phase 2, for all agencies including the Idaho Transportation's business requirements to help meet the needs of everyone. Mike Golden stated he appreciated that.

Sharon Duncan communicated that the Governor wants one system that all state agencies can utilize.

Mike Golden asked if we will continue to get buy in from all agencies on Phase 2 on the needs that they want for a system, so it will be a system that everyone can use.

Sharon Duncan stated that process continues and she could possibly share the Phase 2 wish list with the group around mid December. Mike Golden stated he appreciated that as Brian Ness the ITD Director has asked about how Phase 2 is coming along.

John McAllister mentioned as we move forward with Phase 2, we will want to look at employee retention points as well.

Sharon Duncan mentioned again that non-delegated agencies would be brought on first and that the I-PERFORM focus group was also working on a transition plan template for delegated agencies to complete and submit to DHR on April 1, 2012.

Mike Golden asked when we might have an idea of when Phase 2 may be done. Sharon Duncan explained that we still need to identify the scope, time and costs of Phase 2. Sharon Duncan believed that is too early to have a definite timeline based on those factors.

Mike Farley mentioned he liked the idea of a newsletter because that has the visibility to all state agencies and will also show the directors as well the timelines for the progress of the I-PERFORM system.

John McAllister added the time line of Phase 2 will depend on the work from the I-PERFORM focus group and what they believe Phase 2 may look like.

Daniel King asked what the concerns may be with ITD Director Ness on Phase 2 and any type of issues with a deadline. Mike Golden mentioned that it was in reference to strategic goals it was looking for its individual employees.

Mike Farley mentioned that he supported the I-PERFORM HR focus group will drive the priorities for Phase 2, but that the Oversight committee will make the final recommendations.

Mike Golden mentioned that legislators have asked about the system and how Phase 2 was going as well. Daniel King asked why legislators were interested in Phase 2 of the system. Mike Golden explained that it was part of the conversation they have had with them when they go out to their legislative outreach meetings

Mike Guryan mentioned that the I-PERFORM focus group may want to look at defined methodology to prioritize for Phase 2 as this has been very helpful with other projects. Sharon Duncan expressed she appreciated that and would set up a meeting to discuss.

Vicki Swift expressed everyone's work and thought that DHR and the I-PERFORM Oversight Committee, and the I-PERFORM Focus group were doing a fabulous job.

The meeting adjourned and it was agreed upon that next meeting would take place on January 11, 2012 from 1:30-3:30 p.m.